

Instructions for processing the
Contract Security Classification Specification (CSCS), Form 405h

If during performance of the subcontract, a subcontractor's employees require

- access to classified information/material,
- access to Special Nuclear Material (SNM), or
- unescorted access into security areas,

then you must email the following information:

Legal Name of Business, *not the DBA (Doing Business As)*

Complete Mailing Address

Cage Code or Facility Code

Level and Category of Clearance required for subcontract

to **Renee Pacheco, S-6, 5-1624**, reneep@lanl.gov

to verify whether the potential subcontractor already has a facility clearance. Renee will check the DOE Safeguards and Security Information Management Systems (SSIMS) and DoD Defense Security Service Clearance Verification Activity (DSS/CVA).

If the potential subcontractor possesses the necessary facility clearance, she will notify you through email. Upon verification, you and the requester will complete the following blocks of the CSCS: **1 (a&b), 2,3,4, (a&b), 5 (a&b), 6 (a&b), 7 (a, b,c) 8, 9, 11, 13 (a,b,c,d&e) and 14.**

Send or hand-carry the completed CSCS form to Renee. She will

- obtain the appropriate signature from S-7, *LANL Classification Office*,
- enter the information into the FOCI database, and
- forward the form to DOE/AL for registration into SSIMS.

When this process has been completed, she will send you an email indicating that award can be made. (After DOE/AL has entered the information into SSIMS, they will mail a copy of the SSIMS printout to Renee. Renee will forward a copy to you for your file. You do not need to wait for this printout to make the award; her email will suffice.)

If the potential subcontractor does **not** possesses the necessary facility clearance, Renee will notify you that the offeror must complete a comprehensive FOCI package, including the CSCS. The complete FOCI package must be submitted to Renee, who will

- review the package for any missing data,
- obtain the appropriate signature on the CSCS form,
- enter the information into the FOCI database, and
- forward to DOE/AL for processing.

When else **must** a CSCS form be completed?

- the subcontract is completed or terminated,
- the Scope of Work changes,
- the expiration date of the subcontract is extended or revised,
- the subcontract number changes, or
- the buyer changes.